



# Non-Merit Job Vacancy Announcement

## EXECUTIVE DIRECTOR

<b>Pay Grade:</b>	00	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	The salary for the successful candidate will be determined based upon proven experience and qualifications not to exceed \$80,000 to start	<b>Work Schedule:</b>	1M-F 7.5
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5

**Agency:** Kentucky School Facilities Construction Commission  
**Work Address:** 229 W Main, Ste 102, Frankfort, KY 40601  
**Work County:** Franklin

### AGENCY COMMENTS:

### DESCRIPTION OF JOB DUTIES:

#### EXAMPLES OF WORK PERFORMED:

With Commission Chairman plans and conducts quarterly and special meetings of the Commission.  
Serves as official spokesperson of the Commission within and outside of state government.  
Represents the agency before the General Assembly, various legislative committees, and professional groups.  
Develops, recommends, and implements the legislative agenda for the Commission.  
Executes timely and accurate budget preparation, along with ongoing strategic analysis and compliance with all state agency processes - prepares and presents financial reports for the Office of State Budget Director, Legislature, Commission, and others.  
Ensures and executes sound management of all financial affairs including budgeting, audit, contracts, legal, insurance, the agency's Capital Plan, and the technology resources of the agency.  
Attends and participates in regional Educational Cooperatives and various professional group meetings to ensure proper communication with stakeholders.  
Collaborates with leaders of school districts, state, private entities, and the general public, to exchange information, address concerns, while ensuring that the Commission complies with all statutes and regulations.  
Collaborates and works closely with the Kentucky Department of Education in implementing a comprehensive school facility construction program and educational technology program for the state.  
Not only administers, but due to the small size of the staff, personally accomplishes many tasks that comprise the SFCC operations - this includes the supervision of staff.

Performs related work as may be assigned by the Commission Chairman or Cabinet Secretary.

**MINIMUM REQUIREMENTS:**

**EDUCATION:**

For consideration, a candidate must have at least five years of documented leadership experience in a state or federal agency, college, K-12 school, or an appropriate related setting with a bachelor's degree in education, government agencies, or an appropriate related field.

**EXPERIENCE:**

Preferred candidates will have experience of an agency, school, or business entity, and a demonstrated ability to represent the agency with staff, board members, government officials, media, and others.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

The ideal candidate:

Must be extremely articulate, well organized, self-directed and effective in executing hands-on leadership/management.

Must have strong organizational, collaborative, writing, and verbal skills, along with effective personal communications capacities for the technical and non-technical.

Must have strong computer-user, writing, verbal communications, and professional interpersonal skills possessing competence and experience with Microsoft Office applications, including Access, Excel, PowerPoint, and Word.

Must be able to lead as a team member while effectively communicating with people at all levels of the organization.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 4/5/2016)**

[Posted on: 3/1/2016]

Screening of applicants will begin immediately and will continue until the position is filled. To apply for this position please send a, letter of application addressing the qualifications noted above, current resume, and three (3) personal/professional references to:

School Facilities Construction Commission

ATTN: James L. Stevens, Chairman

229 W. Main ST, STE 102

Frankfort, KY 40601

**Contact Name:** James L. Stevens, Chairman

**Contact Method:** 229 W. Main St, STE 102  
Frankfort, KY 40601

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